

**INFORMATION SHEET FOR
EASEMENTS ON STATE ENDOWMENT LAND
AND ON STATE-OWNED SUBMERGED LANDS**

The Idaho Code (Title 58, Chapter 6) and Land Board policy provides that easements for use of state land may be granted for ditches, highways, roads, reservoirs, railroads, trails, canals; telephone, and electric lines; pipelines, sewerlines, waterlines, bridges, boat ramps; and for other public, private, or beneficial use. An easement may not be used to circumvent sale procedures.

Before an applicant commits money for a survey for an easement, a preliminary application should be submitted. The location desired by the applicant may not be suitable to the state.

For easements on endowment lands, the easement application fee is ONE HUNDRED DOLLARS (\$100.00) and the minimum easement consideration is FIVE HUNDRED DOLLARS (\$500.00). The application fee is non-refundable unless it is determined that the land applied for is not state owned. The consideration for an easement is determined after an application is received. The easement consideration is based on the market value of the land the easement is crossing and the amount of land surface utilized by the easement.

For easements on state-owned submerged lands, i.e., across or under rivers and lakes, the minimum easement fee is a \$300.00 one-time administrative fee. For facilities crossing submerged lands, an encroachment permit may also be required. Contact the Navigable Waters Bureau at (208) 334-0200 in Boise or (208) 769-1577 in Coeur d'Alene.

An easement application shall contain:

1. A letter of request stating the purpose of the easement.
2. A plat of right-of-way in triplicate, at a scale which legibly shows all the pertinent information.
3. One (1) copy of an acceptable written description based on a survey of the centerline OR a metes and bound survey of the easement tract. The said description must include the width, length and number of acre(s) to be included in the easement.

The applicant may also describe the area occupied by existing uses, facilities, or structures by platting the state-owned land affected by the use and showing the surveyed or scaled ties (to a legal corner) at the points where the use enters and leaves the parcel of state land. The map must be a recent topography map or a map based on

recent aerial photography. It must include the width, length, and number of acres to be included in the easement.

An easement application shall be submitted to the appropriate Area Supervisory Office (see attached list).

Most easements will be non-exclusive, i.e., the department will retain the right to permit other uses on the easement area.

Most easements will be permanent, although easements can be issued for a specific term up to 55 years along with the right of renewal.

If the application is approved, the applicant shall be notified of the amount of the easement consideration and any special terms that shall be included in the easement.

If the application is denied, the applicant shall be notified in writing of the reasons for the denial.

IDAHO STATE DEPARTMENT OF LANDS

DIRECTOR'S OFFICE

P.O. Box 83720
954 W. Jefferson St.
Boise ID 83720-0050
Tel No: 334-0200
FAX No: 334-2339 or 3698
Winston A Wiggins, Director

PRIEST LAKE AREA OFFICE

4053 Cavanaugh Bay Rd.
Coolin ID 83821
Tel No: 443-2516
FAX No: 443-2162
Mick Schanilec, Area Supervisor

PEND OREILLE LAKE AREA OFFICE

2550 Hwy. 2 West
Sandpoint ID 83864
Tel No: 263-5104
FAX No: 263-0724
Ed Robinson, Area Supervisor

KOOTENAI VALLEY AREA OFFICE

Route 4, P.O. Box 4810
(South Highway 95)
Bonners Ferry ID 83805
Tel No: 267-5577
FAX No: 267-8301
Scott Bacon, Area Supervisor

MICA AREA OFFICE

3706 Industrial Ave. South
Coeur d'Alene ID 83815
Tel No: 769-1577
FAX No: 769-1597
Michael Denney, Area Supervisor

ST. JOE AREA OFFICE

1806 Main Ave.
St. Maries ID 83861
Tel No: 254-4551
FAX No: 475-4867
Dean Johnson, Area Supervisor

CATALDO AREA OFFICE

80 Hilltop Overpass Rd.
Kingston ID 83839
Tel No: 682-4611
FAX No: 682-2991
William Cowin, Area Supervisor

CLEARWATER AREA OFFICE

10230 Highway 12
Orofino ID 83544
Tel No: 476-4587
FAX No: 476-7175
Bob McKnight, Area Supervisor

PONDEROSA AREA OFFICE

3130 Highway 3
Deary ID 83823
Tel No: 877-1121
FAX No: 877-1122
Nolan Noren, Area Supervisor

MAGGIE CREEK AREA OFFICE

Rt. 2 Box 190
913 Third St.
Kamiah ID 83536
Tel No: 935-2141
FAX No: 935-0905
James Clapperton, Area Supervisor

CRAIG MT. AREA OFFICE

P.O. Box 68
Craigmont ID 83523
Tel No: 924-5571
FAX No: 924-5572
Thomas Hawkins, Area Supervisor

PAYETTE LAKES AREA OFFICE

555 Deinhard Lane
McCall ID 83638
Tel No: 634-7125
FAX No: 634-5117
Sheldon Keafer, Area Supervisor

SOUTHWEST AREA OFFICE

8355 W. State St.
Boise ID 83703
Tel No: 334-3488
FAX No: 853-6372
Steve Douglas, Area Supervisor

SOUTHCENTRAL AREA OFFICE

319 South 417 East
U.S. Hwy. 93 Business Park
Jerome ID 83338
Tel No: 324-2561
FAX No: 324-2917
Tim Duffner, Area Supervisor

EASTERN IDAHO AREA OFFICE

3563 Ririe Highway
Idaho Falls ID 83401
Tel No: 525-7167
FAX No: 525-7178
Bob Brammer, Area Supervisor

Idaho Department of Lands
Supervisory Areas

